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May 17, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

33 May 17, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

**APPROVAL TO PURCHASE FOOD AND BEVERAGES FOR A TRAINING WORKSHOP TO  
IMPROVE FOODBORNE OUTBREAK AND RESPONSE GUIDELINES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request approval to purchase food and beverages for a one day training workshop to update Counsel to Improve Foodborne Outbreak Response (CIFOR) Guidelines.

**IT IS RECOMMENDED THAT THE BOARD:**

Delegate authority to the Interim Director of the Department of Public Health (DPH), or her designee, to purchase food and beverages in an amount not to exceed \$1,737 funded by a Council of State and Territorial Epidemiologists (CSTE) grant for a one day training workshop to be hosted by DPH in June 2016.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended action will allow DPH to purchase food and beverages for breakfast, lunch, and refreshments to be served during a one day training workshop for approximately 60 participants from various Southern California county public health departments. This workshop will address the second edition updates of the CIFOR Guidelines, and follow-up on goals and objectives set forth by local public health departments regarding foodborne illness investigation, control, and prevention.

The objective of the CIFOR Guidelines is to improve detection and response to foodborne diseases

and outbreaks in the Southern California region and help develop training models for other regions in the State. Another objective is to increase participation and encourage input from various local public health departments to coordinate an effective response to future foodborne outbreaks.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 2, Community Support and Responsiveness, and Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

Approval of the recommended action will allow DPH to purchase food and beverages for a one day workshop to be held in June 2016, in an amount not to exceed \$1,737, fully offset by CSTE grant funds. There is no net County cost associated with this action.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 18, 2011, DPH hosted a CSTE-funded one day training workshop addressing the first edition of the CIFOR Guidelines.

In January 2016, CSTE announced a Request for Proposal (RFP) for interested State and large urban health departments to provide a training workshop with the aim of integrating recommendations from the CIFOR Guidelines (released in 2009 and revised in 2014) and CIFOR Toolkit into the activities of local health departments. The CIFOR Guidelines are intended to serve as a comprehensive resource for information on foodborne illness investigation, control, and prevention for state and local health departments.

On March 23, 2016, DPH submitted a proposal in response to the RFP to develop and facilitate a training workshop for local health departments in Southern California using the CIFOR Guidelines and Toolkit. DPH will facilitate the training workshop and will also invite speakers from other entities.

On April 13, 2016, DPH was notified that it was selected for funding. On May 5, 2016, DPH notified your Board that it was exercising delegated authority to accept this funding.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

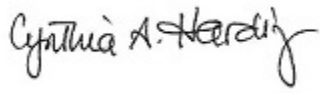
The training workshop will support the implementation of the CIFOR Guidelines and improve detection and response to foodborne outbreaks in the Southern California region.

The Honorable Board of Supervisors

5/17/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia A. Harding".

Cynthia A. Harding, M.P.H.

Interim Director

CAH:dm

#03600

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors